

NYD CONTRACT/TASK ORDER ADMINISTRATION AND MANAGEMENT GUIDE

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NOTE: The NYD CONTRACT/TASK ORDER ADMINISTRATION MANAGEMENT GUIDE is also located on the NY District Website:

<http://www.nan.usace.army.mil/>

1. Click on “A-E Contracting”, then
2. Click on “Engineering Division”, then
3. Click on “NYD CONTRACT/TASK ORDER ADMINISTRATION MANAGEMENT GUIDE”

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1. PROGRESS PAYMENTS (ENG Form 93)

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/ENGForm93.xls>

or

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/ENGForm93.pdf>

- a. An ENG Form 93 is required for each **individual task order**.
- b. Do not list multiple task orders on one (1) ENG Form 93.
- c. List all contract modifications as separate line items.
- d. If construction services are included, It is required to breakout individual items on page 2 of the ENG Form 93.
(see above Example of an ENG Form 93)

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Instructions to prepare and submit Progress Payments:

PREPARATION:

- Block 1: Date the pay estimate is prepared
- Block 2: Self-explanatory
- Block 3: Self-explanatory
- Block 4: New York District
- Block 5: Project description.
- Block 6: Appropriation Data of contract or delivery order for which payment is requested (see block 17 of DD1155 and block 9 of SF252)
- Block 7: Self-explanatory
- Block 8: Location of project, i.e. USMA, West Point, NY
- Block 9: Self-explanatory
- Block 10: Task Order number if an Indefinite Delivery Contract. N/A if a basic contract
- Block 11: Number of pay estimate (sequential numbers are to be used)

Item No.'s A- G, located in the mid-section of the ENG Form 93 to be completed as appropriate, including the task order number or modification number, if applicable. Use Sheet 2 if more space is needed.

If construction services are included, It is required to breakout individual items on page 2 of the ENG Form 93.

(see link called ENG Form 93_Example)

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Block 12: Payee – Name of firm

Per – Typed name and signature of firm official authorized to request payment

Date – Date signed

Title – Official signing

Block 13: *To be completed by Government*

Block 14 (A through L): A-E firm to complete this Block. The Government has the right to review and revise this form as necessary.

Block 15: A-E firm to complete this Block. The Government has the right to review and revise this form as necessary.

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SUBMISSION:

Methods of Submitting ENG Form 93's:

MAIL: Original ENG Form 93's are **required** to be sent by MAIL to the A-E Contracting Coordinator shown below.

E-MAIL: An e-mail with a scanned ENG Form 93 attached is acceptable to expedite and process the payment. If submitted by e-mail, the original ENG Form 93 is also **required** by mail.

FAX: NOT PERMITTED

Send ENG Form 93's to:

Stephen DiBari, P.E. Room 2037
Engineering Division, A-E Contracting Coordinator
U.S. Army Corps of Engineers
26 Federal Plaza
New York, NY 10278.

Phone: 917-790-8384

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2. RELEASE FORM (NAD Form 750-R)

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/Form750.doc>

or

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/Form750.pdf>

Release Forms are Required for all Final Payments and Contract/Task Order Closeouts

Methods of Submitting Release Forms:

MAIL: Original Release Form is **required** to be sent by MAIL to the A-E Contracting Coordinator shown below.

E-MAIL: An e-mail with a scanned Release Form attached is acceptable to expedite and process a Final payment. The original Release Form is also **required** by mail.

FAX: A faxed copy of a Release Form is acceptable to expedite and process a Final payment. The original Release Form is also **required** by mail.

Submit Release Forms to:

Stephen DiBari, P.E. Room 2037
Engineering Division, A-E Contracting Coordinator
U.S. Army Corps of Engineers
26 Federal Plaza
New York, NY 10278.

Phone: 917-790-8384

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3. ENGINEERING PERFORMANCE EVALUATION (DD Form 2631, Apr 99)

See chapter 6 of EP 715-1-7, Architect-Engineer Contracting for information on Performance Evaluations.

EP 715-1-7 can be obtained from the following website:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-7/toc.htm>

DD Form 2631 can be obtained from the following website:

<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo2039.html>

Instructions to prepare DD Form 2631 can be obtained from the following website:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-7/toc.htm>